



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 23.4

Subject: Waste Management

Supersedes: DCS 07/01/97

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

A handwritten signature in cursive script, reading "Linda P. Miller", is positioned to the right of the "Approved by:" label.

Effective date: 07/01/97

Revision date: 04/01/05

Application

To All Department of Children's Services Employees

Authority: TCA 37-5-102

Policy

Employees at Department of Children's Services facilities and offices shall collect and remove waste materials in a manner compliant with the safety and sanitation regulations of the Department of Environment and Conservation (DEC), Division of Solid Waste Management and Occupational Safety & Health Administration (OSHA) guidelines.

Procedures

A. Normal waste

All facilities and offices shall utilize leak-proof containers for the collection and storage of normal waste. Tightly fitting, solid lids shall be used where organic waste, food packaging, or other odorant waste might attract insects or rodents.

B. Hazardous and infectious waste

Special care must be taken in the collection and storage of hazardous and infectious waste materials. The following procedures shall be observed:

1. Employees shall dispose of hazardous chemicals and their containers in accordance with the instructions for disposal on their *Material Safety Data Sheets* or container labels.

2. If collected and stored prior to disposal, the waste containers in which they are collected must protect against the hazardous qualities of the chemicals (combustion, acidity, etc.).
3. Oily rags and smoking debris shall be collected and stored in approved, flame retardant metal containers with self-closing lids prior to disposal and shall be emptied at the end of the work day.
4. Ashtrays and cigarette butt disposal containers must be resistant to fire, spills, and breakage; they must only be used in designated smoking areas and shall be emptied at least once per shift (when in use) into the flame retardant containers.
5. The collection and storage of infectious medical waste must be consistent with established universal precautions and OSHA guidelines.
6. Infectious medical waste includes, but not limited to the list below:
 - a) Blood
 - b) Body excretions, secretions
 - c) Body fluids including liquid waste from renal dialysis
 - d) Specimen cultures
 - e) Laboratory waste
 - f) Animal tissue, bedding, and other wastes from animals
 - g) Resuscitation equipment and devices known or suspected to be contaminated with blood or other body fluids
 - h) Sharps (syringes, needles, razor blades, scalpel blades, glass slides, glassware, Pasteur pipettes and pipette tips)
7. Contaminated items shall be placed in containers or bags labeled for infectious waste that are usually red in color with a biohazard label (see example of biohazard label below). Liquid waste must be placed in a liquid handling container and must not be discarded in infectious waste boxes.

8. If bags or boxes are used, when full, seal each bag/box individually by twisting the bag then taping with duct tape or packaging tape, then tape box securely closed (Do Not Overfill).
9. Containers for contaminated sharps must also be puncture-proof. Blood and other potentially infectious materials shall be treated as required by the DCS Exposure Control Plan, including the use of universal precautions and spill kits.
10. All infectious waste must be segregated from other waste, from the point of generation through the point of disposal.

**C. Collection of waste**

1. Waste shall be collected daily from all areas of the facility/office and stored in closed containers (tied bags, cans with lids, closed dumpsters, etc.) until its removal from the facility/office.
2. At least once per week, all collected waste shall be removed to an approved landfill or incinerator, either by facility/office staff or by a contracted agency.
3. Special contracts must be issued for the removal of hazardous or infectious waste or removal arrangements made through an agreement with an area health care provider.
4. Facility/office vehicles that are used for waste removal shall not be used for transporting food and must have covered beds to prevent the scattering or spilling of waste during transport.
5. Combustible waste may be disposed of in a facility-operated incinerator providing that all organic waste is burned thoroughly and the surrounding area is kept free from litter. Any facility-operated sanitary landfills must comply with state regulations issued by the DEC, Division of Solid Waste Management. Any kind of waste may be buried in such a landfill, including hazardous or infectious waste if the landfill is operated in compliance with the regulations for the disposal of such waste and is approved by the DEC,

Division of Solid Waste Management.

6. Where facilities/offices must comply with local regulations for waste management, this compliance may exceed but must not reduce the requirements of DEC, Division of Waste Management.
7. Restrooms that females may use will be provide with infectious waste bags (usually red bags with the international infectious waste symbol). The waste shall be handled as infectious waste.

Forms

None

Collateral Documents

DCS Exposure Control Plan For Bloodborne Pathogens

Standards

ACA 3-JTS-4B-04

ACA 3-JCRF-4B-03

DCS Practice Model Standard – 8-306